

Department of Health and Senior Service Responsibilities

Director – Department of Health and Senior Services

Pandemic Alert Period: Phase 4

- ❑ Will be notified by Director of Division of Community and Public Health of phase shift.
- ❑ After briefing will consult with key staff and direct appropriate actions.

Pandemic Alert Period: Phase 5

- ❑ Will be notified by Director of Division of Community and Public Health of phase shift.
- ❑ After briefing will (as necessary, directly or through delegation):
 - Notify Governor's Office.
 - Declare a public health emergency.
 - Request Deputy Director to identify staff not working on pandemic flu, reassign staff and develop work schedule.
 - Determine need and consider activating the Department Situation Room (DSR) in conjunction with the Center for Emergency Response and Terrorism Director.
 - Notify the Local Public Health Agencies to:
 - Implement their pandemic flu plans.
 - Communicate updates.

Pandemic Period: Phase 6

- ❑ Will be notified by Director of Division of Community and Public Health of phase shift.
- ❑ After briefing will:
 - Maintain the declaration of public health emergency.
 - Update the Governor's Office on anticipated actions.
 - Have Deputy Director reduce programmatic functions to maintenance operations and designate available staff to assist in data entry, surveillance, vaccinations, medication distribution, etc.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Director – Division of Community and Public Health

Other Resource:

Special Health Care Needs Annex

Pandemic Alert Period: Phase 4

- ❑ Will be notified by State Epidemiologist of the phase shift.
 - Direct Division of Community and Public Health staff to assess and prepare response.
- ❑ Notify daily list (includes: Director and Deputy Director of Department of Health and Senior Services, Center for Emergency Response and Terrorism, State Public Health Laboratory, Division of Regulation and Licensure, Division of Senior and Disability Services, Center for Local Public Health Services, Section for Disease Control and Environmental Epidemiology, Office of Public Information, Office of Community and Public Health Emergency Coordination, Bureau of Immunization Assessment and Assurance, Bureau of Communicable Disease Control and Prevention, Office of General Counsel, Medical Advisors and State Epidemiologist).
- ❑ Lead briefing discussions. (*Briefing will be set up by DSR staff.*) Provide overview of ongoing Department of Health and Senior Services (DHSS) activities with daily list.

Pandemic Alert Period: Phase 5

- ❑ Will be notified by State Epidemiologist of the phase shift.
 - Direct Division of Community and Public Health staff to assess and prepare response.
- ❑ Notify daily list.
- ❑ Lead briefing discussions. (*Briefing will be set up by DSR staff.*) Provide overview of ongoing DHSS activities with daily list.
- ❑ Project effects of the novel influenza outbreak.
- ❑ Discuss major elements of enhanced surveillance.
- ❑ Discuss vaccine/antiviral plan.
- ❑ Recommend priority vaccination and antiviral distribution.
- ❑ Discuss communication strategies for Local Public Health Agencies, hospitals, and public.

Pandemic Period: Phase 6

- ❑ Will be notified by State Epidemiologist of the phase shift.
 - Direct Division of Community and Public Health staff to assess and prepare response.
- ❑ Notify daily list.
- ❑ Provide updates and briefings.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Director - Center for Emergency Response and Terrorism

Pandemic Alert Period: Phase 4

- ❑ Will be notified by State Epidemiologist of the phase shift.
- ❑ Set-up briefing for Director of Division of Community and Public Health.
- ❑ Communicate with internal staff and external organizations by issuing a Health Alert.

Pandemic Alert Period: Phase 5

- ❑ Will be notified by State Epidemiologist of the phase shift.
- ❑ Set-up briefing for Director of Division of Community and Public Health.
- ❑ After briefing, notify State Emergency Management Agency.
- ❑ Stand-up DSR, as directed by the Director of the Department of Health and Senior Services.
- ❑ Communicate with internal staff and external organizations by issuing a Health Alert.

Pandemic Period: Phase 6

- ❑ Will be notified by State Epidemiologist of a phase shift.
- ❑ Set-up briefing for Director of Division of Community and Public Health.
- ❑ Notify State Emergency Management Agency.
- ❑ Communicate with internal staff and external organizations by issuing Health Alerts.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Chief - Office of General Counsel

Other Resources:

HHS Pandemic Influenza Plan – Legal Authorities

HHS Pandemic Influenza Plan – Part 2. Public Health Guidance on Pandemic Influenza for State and Local Partners

Throughout the Pandemic Period

After briefing by Director of Division of Community and Public Health will:

- ☐ Provide legal counsel.
- ☐ Assist in updating documents as needed.
- ☐ Serve as a liaison to other agencies legal staff.
- ☐ Provide guidance and direction as needed.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

State Epidemiologist, Office of Epidemiology

Other Resource:

Summary of Public Health Roles and Responsibilities for Clinical Guidelines

Pandemic Alert Period: Phase 4

- ☐ Will be notified by the Centers for Disease Control and Prevention of phase shifts.
- ☐ Notify the Director of Division of Community and Public Health of the change in alert status.
- ☐ Notify the Director of Center for Emergency Response and Terrorism of the change in alert status.
- ☐ Participate in briefings.
- ☐ Carry out normal duties as they apply to outbreaks.
- ☐ Monitor bulletins and events related to influenza and engage in vigorous proactive communications with Centers for Disease Control and Prevention related to the novel influenza virus.
- ☐ Use statewide surveillance system to assure data can be analyzed in conjunction with Office of Community and Public Health Emergency Coordination (OEC).
- ☐ Work with state planner to assure coordinated effort among regional staff.

Pandemic Alert Period: Phase 5

- ☐ Monitor bulletins from the Centers for Disease Control and Prevention regarding virologic, epidemiologic and clinical findings associated with new variants isolated within and outside of the United States.
- ☐ Notify the Director of Division of Community and Public Health of the change in alert status.
- ☐ Notify the Director of Center for Emergency Response and Terrorism of the change in alert status.
- ☐ Participate in conference calls.
- ☐ Continue to carry out duties as they apply to outbreaks.

Pandemic Period: Phase 6

- ☐ Notify the Director of Division of Community and Public Health of the change in alert status.
- ☐ Notify the Director of Center for Emergency Response and Terrorism of the change in alert status.
- ☐ Continue to carry out duties as they apply to outbreaks.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Chief – Office of Public Information

Other Resources:

Public Communications Annex

Summary of Public Health Roles and Responsibilities in Public Health Communications

Pandemic Alert Period: Phase 4

After briefing by Director of Division of Community and Public Health will:

- ☐ Coordinate and manage public information.
- ☐ Develop key messages for media and general public.
- ☐ Coordinate messages with the Office of the Governor.
- ☐ Reexamine prepared media releases.
- ☐ Update media releases if necessary.
- ☐ Review and be prepared to use Public Information Emergency Communications Plan.
- ☐ Check for availability of key spokespeople.
- ☐ Brief key spokespeople as necessary.
- ☐ Finalize communications strategy with daily list.
- ☐ Consult with department experts if necessary.
- ☐ Prepare for media and public inquiries.
- ☐ Participate in/arrange media release and press briefings.
- ☐ Schedule media informational workshops in several locations throughout the state.
- ☐ Ensure web site information is updated routinely.
- ☐ Be prepared to expand hotline to ten (10) lines and add DHSS call handlers.

Pandemic Alert Period: Phase 5

After briefing by Director of Division of Community and Public Health will:

- ☐ Continue coordinating and controlling information as above.
- ☐ Develop new messages in accordance with changes in the outbreak.

Pandemic Period: Phase 6

After briefing by Director of Division of Community and Public Health will continue as stated above.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Administrator – Section for Disease Control and Environmental Epidemiology

Other Resources:

Surveillance Investigation and Data / Information Sharing Annex

Summary of Roles and Responsibilities in Managing Travel – Related Risk of Disease Transmission

Summary of Public Health Roles and Responsibilities for Vaccine Distribution and Use

Summary of Public Health Roles and Responsibilities for Antiviral Distribution and Use Infection Control

Summary of Public Health Roles and Responsibilities for Clinical Guidelines

Summary of Public Health Roles and Responsibilities in Pandemic Influenza Surveillance

Pandemic Alert Period: Phase 4

After instruction from Director of Division of Community and Public Health will:

- Instruct the Bureau of Immunization Assessment and Assurance (BIAA) to:
 - Coordinate with the Strategic National Stockpile Manager to:
 - Review vaccination and antiviral distribution plan.
 - Finalize establishment of priority groups in each community statewide.
 - Coordinate with Local Public Health Agencies, hospitals, and Bureau of Communicable Disease Control and Prevention (BCDCP) on Point of Dispensing Sites.
 - Coordinate with State Public Health Laboratory on testing.
 - Monitor staffing/workload gaps.
 - Work with the Center for Emergency Response and Terrorism in the preparation of Health Alerts.
- Instruct the BCDCP to:
 - Coordinate with the Office of Epidemiology (OOE), and OEC.
 - Evaluate resources and prioritize staffing for pandemic response.
 - Work with the Center for Emergency Response and Terrorism in the preparation of Health Alerts.
 - Coordinate with the BIAA.
 - Brief the Regional Senior Epidemiologists with instructions to:
 - Participate in briefings.
 - Carry out normal duties as they apply to outbreaks.
 - Monitor bulletins and events related to influenza.
 - Instruct the Local Regional Epidemiologists and Planners to:
 - Review local plan – Point of Dispensing Sites, vaccination/drug plan.
 - Meet with other regional staff to assure consistency in message and plan.
 - Initiate heightened surveillance, to include both active and passive surveillance.
 - Assure that all newly diagnosed cases are entered into the appropriate data surveillance system in a timely manner to provide current data for analysis.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

- Assist assigned counties as needed.

Pandemic Alert Period: Phase 5

After instruction from Director of Division of Community and Public Health will:

- ❑ Brief new employees assigned to work on pandemic influenza.
- ❑ Evaluate resources available to manage the outbreak.
- ❑ Work with Center for Emergency Response and Terrorism in the preparation of Health Alerts.
- ❑ Instruct the BIAA to continue as above.
- ❑ Instruct the BCDCP to continue as above, in addition, the Chief, BCDCP will instruct the Regional Senior Epidemiologists to:
 - Continue as above in addition to other emergency response duties.
 - Maintain communication with regional epidemiology specialists and disease investigation staff.
 - Analyze regional and state data from statewide surveillance system in conjunction with OEC.
 - Brief additional regional staff assigned to work on pandemic influenza.
 - Assure communication with counties and regional emergency response staff continues to occur.
 - Coordinate with state emergency response planners to evaluate resources available to vaccinate and manage the outbreak within assigned area.

Pandemic Period: Phase 6

After instruction from Director of Division of Community and Public Health will:

- ❑ Continue as above in addition to other emergency response duties.
- ❑ Instruct the BCDCP to continue as above, in addition, the Chief, BCDCP will instruct the Regional Senior Epidemiologists to:
 - Work with regional and county staff in assigned area to implement vaccine distribution and opening of Point of Dispensing Sites.
 - Work with state planner to assure coordinated effort among regional staff.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Chief - Office of Community and Public Health Emergency Coordination

Other Resources:

Summary of Roles and Responsibilities in Managing Travel – Related Risk of Disease Transmission

Summary of Public Health Roles and Responsibilities for Vaccine Distribution and Use

Summary of Public Health Roles and Responsibilities for Antiviral Distribution and Use Infection Control

Summary of Public Health Roles and Responsibilities for Clinical Guidelines

Summary of Public Health Roles and Responsibilities in Pandemic Influenza Surveillance

Pandemic Alert Period: Phase 4

After instruction by Director of Division of Community and Public Health will:

- ❑ Coordinate heightened surveillance efforts, including:
 - BT and passive surveillance, sentinel providers.
 - Daily monitoring of hospitals.
 - Communicate with Local Public Health Agencies.
 - Communicate with surveillance sites.
 - Analysis of data.
- ❑ Coordinate with Section for Disease Control and Environmental Epidemiology (SDCEE).
- ❑ Coordinate with Center for Emergency Response and Terrorism.
- ❑ Coordinate with OOE.
- ❑ Coordinate with State Public Health Laboratory.
- ❑ Coordinate with Center for Local Public Health Services.
- ❑ Provide updates to the Director of Division of Community and Public Health.

Pandemic Alert Period: Phase 5

After instruction by Director of Division of Community and Public Health will:

- ❑ Continue the coordination of heightened surveillance efforts (as above), and (if necessary):
 - Monitor non-hospital related deaths.
 - Monitor adverse events related to vaccines and antivirals.
- ❑ Provide updates to the Director of Division of Community and Public Health.

Pandemic Period: Phase 6

After briefing by Director of Division of Community and Public Health will continue as above.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Section for Health Standards and Licensure

Other Resources:

Health Care Systems Readiness Annex

Summary of Roles and Responsibilities for Healthcare and Public Health Partners

Pandemic Alert Period: Phase 4

After briefing from Director of Division of Community and Public Health will:

- ❑ Ask hospitals to determine availability of critical equipment and medicines.

Pandemic Alert Period: Phase 5

After briefing from Director of Division of Community and Public Health will:

- ❑ Update Point of Dispensing Site hospitals, providers, and Missouri Hospital Association.
- ❑ Activate local response plans.

Pandemic Period: Phase 6

After briefing from Director of Division of Community and Public Health will continue as above.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Director – State Public Health Laboratory

Other Resources:

Laboratory Preparedness Annex

Summary of Roles and Responsibilities for Public Health and Clinical Laboratories in Laboratory Diagnostics

Pandemic Alert Period: Phase 4

After briefing from Director of Division of Community and Public Health will:

- ❑ Enhance surveillance for the novel virus throughout the state by supplying such information on sample submission and protocols as necessary to Laboratory Response Network (LRN) laboratories, using Health Alerts created in cooperation with SDCEE and the Center for Emergency Response and Terrorism and by other communication means if necessary.
- ❑ Increase communications with Centers for Disease Control and Prevention to ensure the best information regarding strain typing, reagent specifics, and other such information related to the novel virus is available to the State Public Health Laboratory and associated network of partners.
- ❑ Redirect laboratory staffing, inspect equipment, monitor supplies, and other such steps as needed in preparation for testing the novel virus.
- ❑ Communicate expeditiously to the Division of Community and Public Health, any confirmation of the novel virus within the state.
- ❑ Coordinate, with Local Public Health Agencies, in providing technical consultation, necessary sampling kits, and other assistance as may be needed for surveillance of the novel virus.

Pandemic Alert Period: Phase 5

After briefing from Director of Division of Community and Public Health will:

- ❑ Continue as above in coordination and communications with Division of Community and Public Health, LRN, Local Public Health Agencies, Centers for Disease Control and Prevention, and so forth.
- ❑ Update, in conjunction with SDCEE and the Center for Emergency Response and Terrorism, Health Alerts modifying (by prioritization of regions, details of sample submission, etc.) the enhanced surveillance effort for the novel virus.
- ❑ Communicate expeditiously to the Division of Community and Public Health, trends and movement of the novel virus within the state.

Pandemic Period: Phase 6

After briefing from Division of Community and Public Health Director will continue as above.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Director - Center for Local Public Health Services

Other Resources:

HHS Pandemic Influenza Plan Part 2. Public Health Guidance on Pandemic Influenza for State and Local Planning

Pandemic Alert Period: Phase 4

After briefing from Director of Division of Community and Public Health will:

- ☐ Maintain communication with the Administrator of SDCEE.
- ☐ Maintain communication with the DSR (once activated).
- ☐ Maintain communication with Local Public Health Agency Administrators.
- ☐ Poll Local Public Health Agencies to determine needed doses of vaccine and antivirals for identified high priority populations.
- ☐ Coordinate with the Chief, BIAA and Strategic National Stockpile Manager on vaccine and antiviral information.
- ☐ Interpret DHSS guidance for Local Public Health Agencies, provide advice, maintain relationships, answer questions, and make referrals.
- ☐ Assist in the assessment of capacities and capabilities of the Local Public Health Agencies.
- ☐ Serve as a conduit for information between DHSS and the Local Public Health Agencies.
- ☐ Redirect staff and resources within Center for Local Public Health Services as necessary.
- ☐ Maintain knowledge of the deployment level of the Local Public Health Agency workforce.
- ☐ Recommend Local Public Health Agency representatives to provide local input.
- ☐ Work with Director of Division of Community and Public Health to consider easing routine contract work of Local Public Health Agencies to free staff for the pandemic effort.

Pandemic Alert Period: Phase 5

After briefing from Director of Division of Community and Public Health will continue as above.

Pandemic Period: Phase 6

After briefing from Director of Division of Community and Public Health will continue as above.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Administrator - Section for Long Term Care

Pandemic Alert Period: Phase 4

After briefing from Director of Division of Community and Public Health will:

- ❑ Instruct the seven (7) regional offices to determine from all long term care facilities the number and location of high-risk residents; and the availability of medicines and ancillary medical treatments.

Pandemic Alert Period: Phase 5

After briefing from Director of Division of Community and Public Health will:

- ❑ Update the seven (7) regional offices, facilities, Missouri Health Care Association, Missouri Homes for the Aged, Missouri Assisted Living Association, and Missouri League of Nursing Home Administrators.
- ❑ Activate local response plans.

Pandemic Alert Period: Phase 6

After briefing from Director of Division of Community and Public Health will continue as above.

The Department of Health and Senior Services will use its Emergency Response Plan. These checklists indicate the roles and responsibilities for pandemic influenza response.

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

DHSS Mental Health Coordinator

Other Resources:

Mental Health Annex

Summary of Public Health Roles and Responsibilities in Workforce Support

Pandemic Alert Period: Phase 4

- ❑ Will be notified of the phase shift by the Center for Emergency Response and Terrorism.
- ❑ Evaluate mental health assets and anticipated resources required to meet the threat at hand.
- ❑ Notify mental health experts and other partners to be ready for possible activation in response to a public health emergency.
- ❑ Provide *ad hoc* training and orientation for those mental health professionals who may be deployed to support emergency-related public health response efforts (mass prophylaxis sites, local hospitals, alternate care facilities, etc.).
- ❑ Provide consultation to local mental health providers in adapting their response for special populations (hospital and healthcare workers, children, older adults and ethnic communities, first responders, homebound, etc.).
- ❑ Provide consultation and training for frontline public health workers, such as state and local public health department staff, physicians, nurses, medical technicians, and others in anticipating and responding to epidemic-related mental health behaviors such as stress reactions, misattribution of normal arousal symptoms, and panic.
- ❑ Disseminate psycho-educational materials to various populations addressing the mental health impact of the pandemic event, as well as strategies for coping with fear and anxiety and access to mental health services.
- ❑ Conduct mental health-specific needs assessments and rapid identification of vulnerable populations and gaps in mental health services that may exacerbate the psychosocial response to the event.

Pandemic Alert Period: Phase 5

- ❑ Will be notified of the phase shift by the Center for Emergency Response and Terrorism.
- ❑ Continue with the above. In addition:
 - Utilize existing relationships with Voluntary Organizations Active in Disasters and faith-based organizations in coordinating and unifying mental health messages and strategies.
 - Work with Public Information Officers to craft public service mental health messages in support of the overall emergency public health response.
 - Increase recruitment of qualified outreach workers to provide community-based crisis counseling and psycho-education in rural and otherwise difficult to reach communities.
 - Update and modify online mental health/pandemic-related websites.
 - Deploy counselors to deliver multi-lingual, multi-cultural mental health support services directed at all critical outbreak-related functional areas (Strategic National Stockpile Receiving, Storage and Staging sites, Point of

An electronic copy of this document is available at www.dhss.mo.gov/PandemicPlan/PanFluPlan.html

Dispensing Sites, public health headquarters, emergency medical service bases of operation, etc.).

- Provide stress management services and training for those public health personnel working in high-demand settings.
- Deploy staff (life safety issues notwithstanding), to high-emotion locations (morgues, funeral homes, hospitals, pediatric units, pharmacies, etc.) to work to reduce agitation among individuals who are upset.
- Coordinate with other crisis counseling programs (American Red Cross, county prosecutor's victims advocates, etc.) to ensure the interoperability of counseling services at all points within the community.
- Deliver (life safety issues notwithstanding) support services to schools and other institutions to assist staff, students/residents, etc., with grief and bereavement issues and the cumulative stresses related to a protracted health emergency.
- Offer ongoing stress management activities for crisis counselors and other mental health workers engaged in any outbreak-related efforts.
- Offer ongoing stress management services to personnel within the incident command and control structure of the emergency management system.
- Deliver specialized mental health support services to medical professionals, first responders, and public health workers to address stress management concerns to reduce the potential for adverse psychological reactions within their workforces.

Pandemic Period: Phase 6

- ❑ Will be notified by Center for Emergency Response and Terrorism of the phase shift.
- ❑ Continue with the above. In addition:
 - Provide ongoing support for clergy, morticians, and funeral workers.
 - Promote the development of grass roots, community self-help groups to address the long-term emotional consequences of the pandemic.
 - Promote and offer technical assistance and other peer-support programs to first responders to address the potential long-term emotional impact of the event.
 - Deliver debriefing and other post-event psychological services for first responders, public health and other professionals involved in the event.
 - Work with community mental health provider agencies, academic institutions and other specialists to develop treatment models to address the lingering or long-term emotional consequences of the pandemic event.
 - Maintain a telephone help-line providing tele-counseling, updated resources and facilitated referrals for behavioral health services, as well as online resources.
 - Maintain online psycho-educational and resource/referral web sites developed during earlier phases.